

4 June 1964

NOTE FOR THE FILE

STAT In following up on Colonel White's memo to Mr. Kirkpatrick of 1 June regarding Supervisors' Course on 9 June, was advised by [] that Mr. Kirkpatrick had not acted on it yet. There are two questions: (1) whether the Director will open the program; and (2) whether ExDir wants Independent Offices included at this time with DD/S offices. [] STAT [] of OTR had called and was concerned because it takes time to line these people up.

STAT Rita said that Mr. Kirkpatrick was out this afternoon and would be away tomorrow. She called back shortly, after being in touch with ExDir, to say that he wanted Independent Offices included now and that he would ask the Director this afternoon if he will open the program. I so advised [] STAT

sbo

DD/S 000-0000
FILE Training-3

1 June 1964

MEMORANDUM FOR: Mr. Kirkpatrick

Kirk:

We plan to complete the "Reorientation in Supervisory Responsibilities" for DD/S supervisors on 9 June 1964 in accordance with the attached program. We have listed Mr. McCone to start the program and you to chair the panel. Would you be good enough to ask the Director whether he would be willing to do this again. If he will not be available, then I would hope that General Carter could do it. If he will not be available, I would appreciate your making the introductory remarks. Alternatively, we could show the film of the Director's introduction which he made at the first course. I believe, however, that a personal appearance by any one of the three of you would be more effective than the film.

We will have approximately 150 seats available to non-DD/S supervisors. If you wish, I suggest that these be filled with supervisors from the Independent Offices unless you intend to schedule a separate presentation for them.

I should appreciate your letting me know as soon as possible about the speaker and your desires with regard to the 150 vacant seats.

Signed

L. K. White

Attachment:
Program

SA-DD/S:RBH:ms (28 May 64)

Rewritten:DD/S:LKW:sbo

Distribution:

- 0 - Adse w/att
- 1 - DD/S subject w/att
- 1 - ER w/att
- 1 - Senior Training Officer-DD/S w/att

1 - DD/S chrono

**Reorientation
in
Supervisory Responsibilities**

9 June 1964

0900 - 0920	Mr. John McCone Director of Central Intelligence
0920 - 1000	Mr. Emmett Echois Director of Personnel
1000 - 1020	Break
1020 - 1100	Dr. John Tietjen Chief, Medical Staff
1100 - 1120	Break
1120 - 1200	Colonel L. K. White Deputy Director for Support
1200 - 1300	Lunch
1300 - 1420	Panel: Mr. L. B. Kirkpatrick, Chairman Executive Director-Comptroller Colonel L. K. White Deputy Director for Support Mr. Emmett Echois Director of Personnel Dr. John Tietjen Chief, Medical Staff Mr. Robert Bannerman Director of Security Mr. Robert Fuchs Director of Finance

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Reorientation in Supervisory Responsibilities

1. The second Supervisory Meeting will be held 9 June 1964 in the Agency auditorium. At that time, we expect to have in attendance approximately 325 DE/S employees. I suggest, therefore, that we ask supervisors from the Director's Office and from Independent Offices to send approximately 150 people to the Meeting. This would then present a full auditorium when the Director speaks at 0900 hours.

2. Further, I am again asking that you Chair the Panel scheduled for 1300 - 1420 hours. Members of the Panel, in addition to myself, will be Bob Feder, Emmett Bohls, John Tietjen, and Bob Hansen. After the Panel session, you may wish to give a fifteen minute summarization of the program. I will appreciate your advice on these matters.

3. Attached, for your information, is a copy of the schedule.

L. E. White
Deputy Director
for Support

Attachment
Schedule

SA-DD/S:RBJH/ms (28 May 64)

Distribution:

- Orig & 1 - Addressee, w/orig & 1 of Att
- 1 - DD/S Chrono, w/Att
- 1 - DD/S Subject, w/Att ✓
- 1 - Senior Training Officer, DD/S, w/Att

**Reorientation
in
Supervisory Responsibilities
9 June 1964**

0900 - 0920 Hours	Mr. John McCane Director of Central Intelligence
0920 - 1000 Hours	Mr. Emmett Echols Director of Personnel
1000 - 1020 Hours	Break
1020 - 1100 Hours	Dr. John E. Tietjen Chief, Medical Staff
1100 - 1120 Hours	Break
1120 - 1200 Hours	Col. L. K. White Deputy Director for Support
1200 - 1300 Hours	Lunch
1300 - 1420 Hours	Panel: L. E. Kirkpatrick, Chairman Executive Director-Comptroller Col. L. K. White Deputy Director for Support Mr. Emmett Echols Director of Personnel Dr. John Tietjen Chief, Medical Staff Mr. Robert Benharman Director of Security Mr. Robert Fuchs Director of Finance

CONFIDENTIAL

Approved For Release 2003/09/04 : CIA-RDP84-00780R000600250025-4
DD/S 64-2962

1 June 1964

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Reorientation in Supervisory Responsibilities

1. A second "Reorientation in Supervisory Responsibilities" for all DD/S supervisors who have not already attended this presentation will be conducted in the auditorium on 9 June 1964 in accordance with the attached program.

2. The comments submitted on our first presentation by observers from the DD/P were most helpful and have guided us in the preparation of this abbreviated program. I should appreciate very much your sending an observer to this presentation also and critiquing it so as to offer maximum possible assistance to the Director of Training in the preparation of a similar presentation for supervisors in your own directorate.

3. Please advise extension of the names of your representatives.

Signed

L. K. White
Deputy Director
for Support

**Attachment:
Program**

SA-DD/S:RBH:yh (28 May 64)

Rewritten:DD/S:LKW:sbo

Distribution:

- 0 & 1 - Adse w/att
- 1 - DD/S chrono
- ✓ 1 - DD/S subject w/att
- 1 - Sr. Training Offr-DD/S w/att

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Approved For Release 2003/09/04 : CIA-RDP84-00780R000600250025-4

Excluded from automatic
downgrading and
declassification

1 June 1964

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Reorientation in Supervisory Responsibilities

1. A second "Reorientation in Supervisory Responsibilities" for all DD/S supervisors who have not already attended this presentation will be conducted in the auditorium on 9 June 1964 in accordance with the attached program.

2. The comments submitted on our first presentation by observers from the DD/S&T were most helpful and have guided us in the preparation of this abbreviated program. I should appreciate very much your sending an observer to this presentation also and critiquing it so as to offer maximum possible assistance to the Director of Training in the preparation of a similar presentation for supervisors in your own directorate.

3. Please advise extension of the names of your representatives.

Signed

L. K. White
Deputy Director
for Support

Attachment:
Program

SA-DD/S:RBJH:yh (28 May 64)

Rewritten:DD/S:LKW:sbo

Distribution:

0 & 1 - Adse w/att

1 - DD/S chrono

✓ 1 - DD/S subject w/att

1 - DD/S Sr. Training Offr w/att

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Approved For Release 2003/09/04 : CIA-RDP84-00780R000600250025-4

Group 1
Excluded from automatic
downgrading and
declassification

1 June 1964

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Reorientation in Supervisory Responsibilities

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Signed

L. K. White
Deputy Director
for Support

Attachment:
Program

SA-DD/S:RBJH:yh (28 May 64)

Rewritten:DD/S:LKW:sbo

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**Reorientation
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Excluded from automatic
downgrading and
declassification

SECRET

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Reorientation in Supervisory Responsibilities

1. I wish to thank you for sending officers to critique the last Orientation in Supervisory Responsibilities. As a result of these critiques and those presented by people from DD/S Offices, the second scheduled Supervisory Meeting, which will be held 9 June 1964, will be in line with the suggestions made. We have taken note of all submitted comments and have tried to correct the deficiencies.

2. As there will be more meetings to cover all Agency employees, I would like to invite you to again send one or more officers to critique the 9 June Course. I am sure their advice will be extremely helpful.

L. E. White
Deputy Director
for Support

SA-DD/S:RBJH/yh (28 May 1964)

Distribution:

- Orig & 1 - Addressee
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- 1 - DD/S Subject
- 1 - Senior Training Officer, DD/S

MEMORANDUM FOR: Deputy Director for Science & Technology
SUBJECT : Reorientation in Supervisory Responsibilities

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L. E. White
Deputy Director
for Support

SA-DD/S:RBH/yn (28 May 1964)

Distribution:

Orig & 1 - Addressee
1 - DD/S Chrono
1 - DD/S Subject ✓
1 - Senior Training Officer, DD/S

SECRET

DD/S 64-2052

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Reorientation in Supervisory Responsibilities

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L. R. White
Deputy Director
for Support

SA-DD/S:RBJH/yh (28 May 1964)

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TRANSMITTAL SLIP		DATE
TO: Colonel White		June 1964
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend <u>four</u> signatures on memos to ExDir-Comptroller and the three Deputy Directors concerning the Reorientation in Supervisory Responsibilities scheduled for 9 June 1964.</p> <p>I have signed a DD/S Adminis- trative Instruction on this subject.</p> <p style="text-align: right;">V/T VRT</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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